

Chapter 18.10: Administration

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18.10.010 Planning Agency

Pursuant to Section 65100 of the California Government Code, the planning agency for the City of Redding shall consist of the City Council, Planning Commission, Board of Administrative Review (Board), and Development Services Director or his/her designee (the "Director"), acting under authority of this chapter.

18.10.020 City Council

The City Council shall have the authority to review and approve or deny General Plan amendments, Specific Plans and amendments to Specific Plans, amendments to zoning districts and other provisions of Title 18, development agreements, appeals of Planning Commission determinations, and extensions of time (for projects originally considered by the City Council).

18.10.030 Planning Commission

- A. **Planning Commission Created.** A Planning Commission for the city is established and created pursuant to the provisions of Sections 65100 through 65106 of the Government Code as now or hereafter amended and the provisions of Chapter 2.52 of the Redding Municipal Code.
- B. **Powers and Duties.** The Planning Commission shall have the powers and duties provided for by Sections 65100 through 65106 of the Government Code as now or hereafter amended. In addition, the Planning Commission shall have the responsibility to:
 1. Investigate and make recommendations to the City Council regarding reasonable and practical means for implementing the General Plan or any element thereof, so that it will serve as an effective guide for orderly growth and development, preservation, and conservation of open space and natural resources.
 2. Provide annual reports to the City Council on the status of the General Plan and progress in its implementation.

3. Clarify ambiguities regarding this chapter.
 4. Review and approve or deny site development permits, use permits, variances, tentative subdivision maps, and vesting tentative maps (under Title 17, Subdivision Ordinance); grant extensions of time (for projects originally approved by the Planning Commission); hear appeals of decisions and interpretations of the Director and Board of Administrative Review; and make other discretionary determinations as are assigned by this chapter.
 5. Make recommendations to the City Council on General Plan amendments; Specific Plans and amendments to Specific Plans; amendments to Title 18 pursuant to Chapter 18.18, Amendments to the Text or Map; and rezoning pursuant to Chapter 18.19, Rezoning.
 6. Evaluate the potential environmental impacts of a project pursuant to the California Environmental Quality Act and adopt an environmental determination.
 7. Predevelopment Review. The Planning Commission may hold meetings solely for the purpose of compiling staff comments and department conditions of approval and/or conveying information to project applicants.
- C. **Committees.** The Planning Commission may establish such standing and temporary committees as it may deem expedient in the performance of its duties. Such duties may include, but are not limited to reviewing and making recommendations on Zoning Code updates/amendments, significant General Plan amendments, and Specific Plans.

18.10.040 Board of Administrative Review

- A. **Board of Administrative Review Created.** A Board of Administrative Review (Board) for the City of Redding is hereby created, consisting of a Planning Commissioner, the Director or representative, and the Public Works Director or representative, as well as such other members as the City Council may by resolution include.
- B. **Powers and Duties.** The Board shall have the general power to act in an advisory capacity to the Planning Commission in regard to permits, licenses, and approvals that are subject to the provisions of this chapter. In addition to the foregoing general power, the Board shall have the following particular powers and duties:
1. Review and approve or deny applications for:
 - a. Site development permits and minor amendments to use permits.
 - b. Appeals of zoning clearance determinations.
 - c. Reversion to acreage (under Title 17).
 - d. Certificate of Compliance (under Title 17).

- e. Parcel maps (under Title 17).
 - f. Comprehensive Sign Plan.
 - g. Environmental determinations.
 - h. Other permits or actions required by the Redding Municipal Code.
2. Require such project revisions, alternatives, and conditions as may be necessary to achieve consistency with the Redding General Plan, as well as compliance with the provisions of this chapter and other applicable laws, titles, ordinances, codes, policies, and regulations.
 3. Study, consider, and recommend on matters related to the development review process established by the City pursuant to this chapter.
 4. Evaluate the potential environmental impacts of a project pursuant to the California Environmental Quality Act (CEQA) and adopt or recommend adoption of environmental documents.
- C. **Chair.** The Chairman of the Planning Commission or his/her designated representative shall serve as chair of the Board of Administrative Review.
- D. **Predevelopment Review.** The Board may hold meetings solely for the purpose of compiling staff comments and department conditions of approval and/or conveying information to project applicants.
- E. **Meetings and Rules of Procedure.** The Board shall hold regularly scheduled monthly meetings and designate the times, dates, and places thereof. Special meetings may be called by the Chairman or by a majority of the Board provided that adequate legal notice is given. Applications before the Board may be referred to the Planning Commission at the discretion of the Planning Commission representative.

18.10.050 Development Services Director

This title shall be administered by the Development Services Director (the "Director"), whose responsibilities include the following functions to be carried out either directly or by subordinate employees under supervision or direction of the Director.

A. Powers and Duties

1. **Application Process .** All applications for permit, licenses, and approvals pursuant to this chapter shall be submitted to the Director for processing. The Director or his/her designee shall be responsible for the:
 - a. Determination of completeness of applications.

- b. Completion of appropriate documentation under CEQA for permits issued and actions taken pursuant to the Zoning Ordinance.
 - c. Collection of applicable fees.
 - d. Establishment of a permanent file.
 - e. Posting/publication of public notices.
 - f. Preparation of reports.
 - g. Processing of appeals.
 - h. Presentation of staff reports to the Board, Planning Commission, and City Council.
2. **The Director** shall have the authority to review and approve or deny the following:
- a. Site development permit (Director).
 - b. Zoning clearance.
 - c. Temporary use permits.
 - d. Zoning exceptions.
 - e. Administrative sign permits.
 - f. Other permits or actions required by the Redding Municipal Code.
3. **The Director also** shall have the authority to make General Plan consistency determinations as required by Section 65402(a) of the Government Code and to determine the appropriate use classification for uses not specifically listed in this chapter.
- B. **Interpretation.** The Director shall decide any questions involving the interpretation or application of any provision of this code pursuant to the rules, standards, and requirements of this title. The Director's decision may be appealed to the Planning Commission pursuant to the provisions of Section 18.11.090, Appeals, of this code.
- C. **Coordination.** The Director shall refer and coordinate matters related to the administration of this chapter with other agencies, City Departments, and City Boards and Commissions and shall provide information on the status of development proposals to interested parties.

18.10.060 City to be Held Harmless (Reserved)

18.10.070 Refund of Fees

Whenever an application is terminated for any reason, upon written request of the applicant, a refund of fees paid may be made by the Finance Director in accordance with Schedule 18.10.070-A. If any portion of the application fee has been paid out by the Director to another jurisdiction, firm, or agency for services to be rendered in connection with the application, no refund of that portion of the fee shall be made by the Finance Director to the applicant. Refunds are not available once a public hearing for an application has been noticed.

Schedule 18.10.070-A: Schedule for Refund of Fees

Stage Of Processing	Percent of Refund
Application submitted to the City, fee receipted, but no processing begun	90 %
Application submitted and found complete or incomplete by the City	80 %
Environmental impact determination completed, but application is withdrawn before action or public hearing	50 %

Note: The Director may authorize a refund less than the percentage found in Schedule 18.10.070-A upon finding that funds were expended in processing the permit in excess of those presumed by that schedule